

## Information available from Easingwold Town Council under the Model Publication Scheme

Dated: 15 January 2013 as adopted 12/214

All items marked hard copy are available at a cost of 10p per sheet, e-mail or website items are free. Items marked website also available by e-mail

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Available by e-mail or hard copy  Website
Who's who on the Council and its Committees	Website, E-mail or Hard Copy, Notice Boards and Newsletters
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk Claire Armitage Easingwold Library, Market Place, Easingwold, York YO61 3AN 01347 822422 <a href="mailto:clerk@easingwold.gov.uk">clerk@easingwold.gov.uk</a>  The Clerk is available Tuesday 2-5pm. The Assistant Clerk is Friday 9.30-11.30am. The office is manned every day 8.30-12.30.

Location of main Council office and accessibility details	As directly above
Staffing structure	2 Employees
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Available by e-mail or hard copy
Annual return form and report by auditor	Available by hard copy
Finalised budget	E-mail or hard copy
Precept	E-mail or hard copy
Borrowing Approval letter	None
Financial Standing Orders and Regulations	E-mail or hard copy
Grants given and received	Website – Minutes, e-mail or hard copy
List of current contracts awarded and value of contract	On request to the clerk
Members' allowances and expenses	Only Chairman's allowance paid. Mileage claims available from the Clerk
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Annual Report to Town Meeting (current and previous year as a minimum)	E-mail or hard copy
Quality status	Achieved June 2006; permitted to lapse June 2011
Local charters drawn up in accordance with DCLG guidelines	None in place.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, e-mail or website
Agendas of meetings (as above)	On notice boards 3 clear days before meeting and on website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. Only approved minutes are published.	On website and available by e-mail and hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available via Clerk three clear days before meeting or at the meeting
Responses to consultation papers	See Minutes or from the Clerk
Responses to planning applications	From the Clerk
Bye-laws	None
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or e-mail)
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or e-mail from clerk
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	E-mail or hard copy (where adopted)

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	E-mail or hard copy
Records management policies (records retention, destruction and archive)	Minutes kept forever at NYCC archive Finance details 6 years Other documents kept in accordance with the adopted Document Retention Policy
Data protection policies	Registered under the Data Protection Act
Schedule of charges (for the publication of information)	On this document
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or e-mail/website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	E-mail or hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Apply to Clerk
Register of members' interests	Apply to clerk
Register of gifts and hospitality	Apply to clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)

Allotments	One allotment site operated by the Town Council at Crankley Lane, Easingwold
Burial grounds and closed churchyards	None. Local churches only
Community centres and village halls	None
Parks, playing fields and recreational facilities	Memorial Park, Claypenny Play Park and Millfields Skate Park. Millfields Open Space managed by Easingwold TC on lease from Hambleton District Council
Seating, litter bins, clocks, memorials and lighting	Seating in various locations, various litter bins, Town Hall Clock.
Bus shelters	None
Markets	Yes; one every Friday on the west side of the Market Place
Public conveniences	Yes; Market Place
Agency agreements	No
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Pitch rent for market stalls
Street Lighting	None.

### Contact details:

Clerk as above

Website [www.easingwold.gov.uk](http://www.easingwold.gov.uk)

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 20 pence per sheet (black & white)	Actual cost based on material costs
	Photocopying @ 40 pence per sheet (colour)	Actual cost based on material costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		